

FLAGSTAFF BORDERTOWN DORMITORY

POSITION DESCRIPTION

TITLE: Driver

EMPLOYMENT: 10 Months FLSA Non-Exempt

SALARY: In accordance with governing board policies.

GENERAL STATEMENT of RESPONSIBILITIES:

Drives GSA vehicles and school buses to transport residential students as directed. Responsible for coordinating the logistic functions throughout the organization by conforming to adopted governing board policies and handbooks.

QUALIFICATIONS:

- Must have minimum three (3) years of school bus driving experience.
- Must possess at least 50 CEU's, or post-secondary credit pertaining to student safety, school bus training, A VALID Arizona driver's license with a Class "B" CDL with Passenger (P), School Bus (S) and Air Brake (A) endorsements.
- Must have a functional knowledge of the proper and safe operation of motor vehicles including school buses.
- Current certification in First Aid and CPR.
- Valid Arizona driver's license.
- Current Arizona and Navajo Nation motor vehicle driving record on file.
- Must pass criminal background checks by state, federal and Navajo Nation.
- As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 3 employment positions.
- Must be knowledgeable and familiar with the Navajo language, culture and people.

DUTIES and RESPONSIBILITIES:

- Drives GSA vehicles over designated routes and established time schedules.
- Transports residential students as directed including field trips.
- May escort residential student across streets and roadways as needed.
- Ensures that all buses and CDL bus drivers adhere to the Arizona Department of Administration Minimum Standards for School Buses and School Bus Drivers.
- Ensures passenger safety and observes guidelines.
- Inspects GSA vehicles prior to, during, and after operation for safety compliance.
- Ensure all school buses are inspected by Arizona Department of Transportation and meet all annual inspection requirements.
- Ensures all certified CDL bus drivers are in compliance with Arizona Department of Transportation certification requirements.
- Performs general maintenance tasks including cleaning buses and GSA vehicles in accordance with transportation policies and regulations.
- Ensures that all CDL drivers perform Pre-trip and Post-trip inspection per ADOT requirement.
- Services buses with fuel, oil checks, check tire pressure and other fluid checks.
- Replaces common accessories as needed: first aid kits, hazard triangles and fire extinguishers.

- Schedules all vehicle maintenance required under GSA requirements.
- Initiates all vehicle maintenance required under GSA requirements.
- Provides physical assistance to handicapped passengers using wheel chairs, walkers, and crutches.
- Initiates work order requests.
- Responsible for student transportation requests.
- Completes accurate trip records as required by GSA and BIE transportation departments.
- Attends courses and meetings that contribute to continuing driver education as approved by supervisor.
- Delivers mail and other documents as directed by immediate supervisor or CEO.
- Keeps accurate mileage and monthly statistical reports for buses and GSA vehicles.
- Reports/conducts analysis and transportation studies.
- Provides appropriate customer service to all residential students, staff, clients, and guests.
- Provides orientation to students and staff regarding the safety and operation of the GSA vehicles and buses.
- Performs other duties as assigned.

SUPERVISION RECEIVED: Residential Manager

SUPERVISION GIVEN: None

WORKING HOURS: In accordance with governing board policies.

EVALUATION PROCEDURES: In accordance with governing board policies.

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out the Flagstaff Bordertown Dormitory Program Governing Board's functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations or school policies.

REVIEWED BY: _____ **DATE:** _____
Employee

REVIEWED BY: _____ **DATE:** _____
Program Supervisor

APPROVED BY: _____ **DATE:** _____
Chief Executive Officer

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.